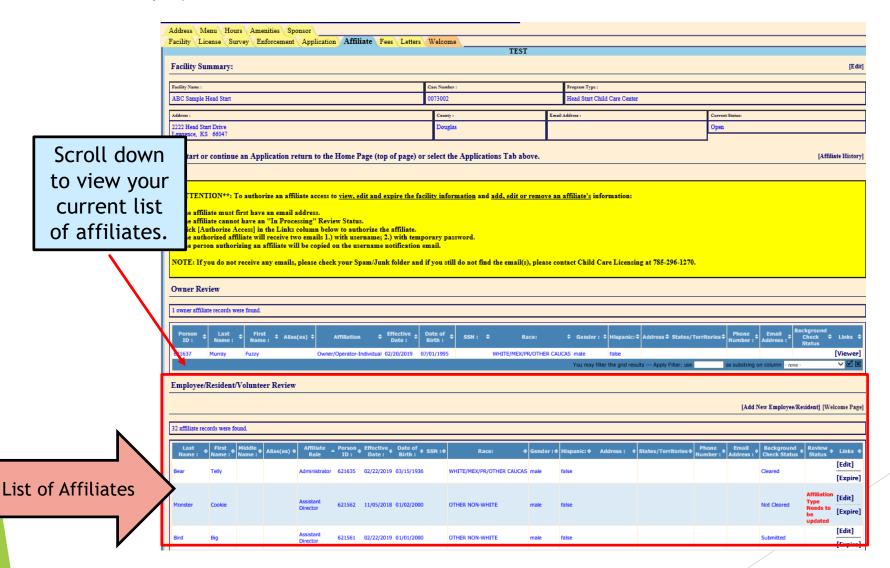
1. After you login, click on [My Facilities] tab.



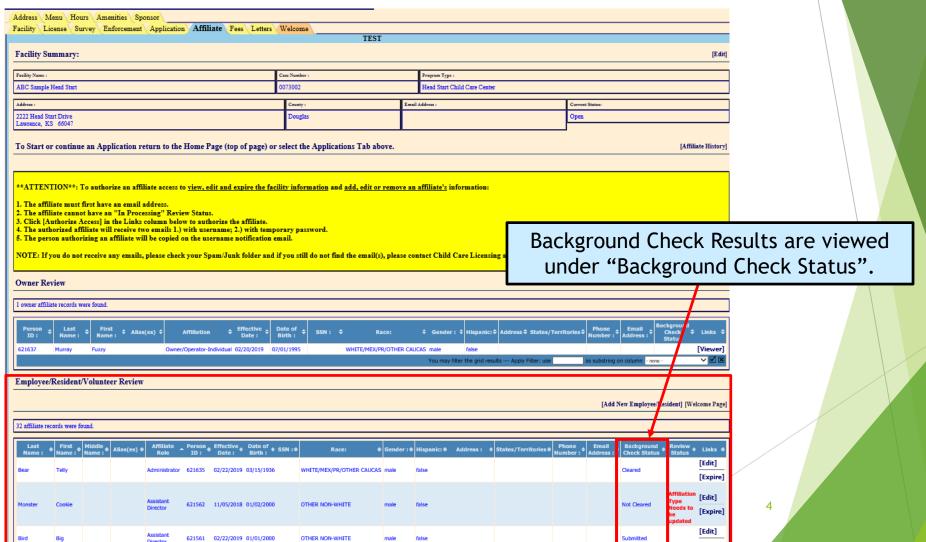
2. Find your facility and scroll to the right and click on [Manage Affiliates] tab.

7	Welcome My Pro:	file My F	acilities	My Application	ns My Backgr	ound Check	s My Org	ganization	My Payr	nents My Autho	
	TEST										
	Facility List [Add New Employee/Resident To One or Multiple Facilities] - If the affiliate roles is the same for all facilities										
	1 records were found. If you see a Facility that you want to look at further, click it's [Viewer] link.										
	Facility Name: 💠	Renewal Date:	Case Number : ♦	Program Type: ♦	Address :	Current      Status:	Multiple Program \$ Director	DCF Enrolled <sup>♦</sup>	DCF Provider	Links \$	
	ABC Sample Head Start		0073002	Head Start Child Care Center	2222 Head Start Drive Lawrence, KS 66047 Douglas County	Open	No	No	No	Viewer] [Licenses] [Surveys] [Applications] [Enforcements] [Manage Affiliates] [Sponsor] [Fees]	

3. To view your current list of affiliates, scroll down the page and you will see the list of names under the "Employee/Resident/Volunteer Review" Section.

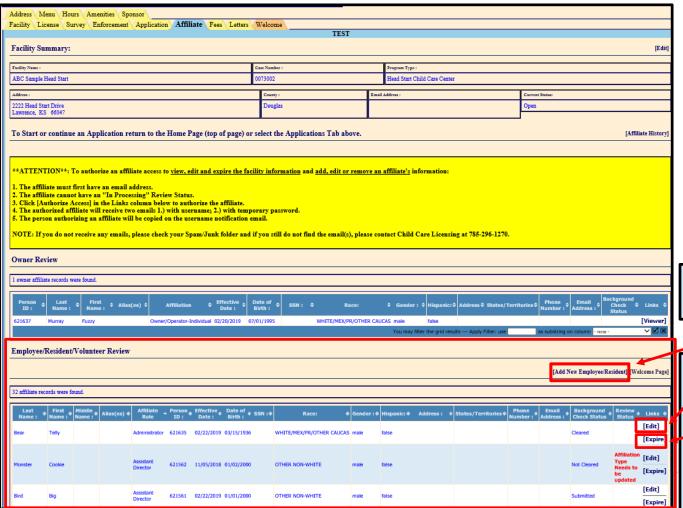


4. To view your background check results, scroll to the right for each affiliate name and look under the "Background Check Status" column.



5. To "Add" an affiliate, scroll to the right and click on the [Add New Employee/Resident] link. To "Edit" or "Expire" an affiliate, scroll to the right for each affiliate name and click on [Edit] or

[Expire].



Click [Add New Employee/Resident] to add affiliates to your facility.

- Click [Edit] to update affiliate roles and information.
- Click [Expire] to remove an affiliate from your facility.

<u>WARNING</u> - After you click [Expire], the affiliate is removed immediately from your from your facility.